

Order Form

Business / Company: PRINT:

Owner / Manager: PRINT:

Business address:

Town:

Post Code

Email address:

Phone Contact

Mobile Contact

I /We Agree to have our brochures distributed into the following areas

Please select the area's you require. (see outlet list attached)

- 1 Coffs Harbour Sites 50 Displays
- 2 Southern Beaches 10 Displays
- 3 Northern Beaches 10 Displays
- 4 Regional Hwy, Attractions 16 Displays
- 5 Macleay Valley Sites 10 Displays
- 8 Woolgoolga Sites 10 Displays
- 9 Sawtell Sites 10 Displays
- 10 Nambucca 10 Displays

Stand-alone Sites

- Nambucca Travel Centre Stand alone
- Big Banana Stand alone

Our Service & Commitment include:

- Brochure placement in your nominated Visitor point service area.
- Designated holder for your brochure in a Visitor point Display (One holder per business)
- Displays are serviced and updated regularly, ensuring the display is neat and tidy, your brochure will be placed in its correct category for a user-friendly experience for visitors to the area.
- Visitor point will liaise with accommodation / tourism outlets on behalf of businesses & event organisers, introducing your business brochure to managers and reception staff.
- Positions are limited, if a position is not available on request, your business will be added to our back-order list and we will notify you as soon as a position becomes available.

Our Requirements - Terms of Trade:

- Minimum 12 month booking term, or please discuss with Kevin or Sue.
- Payment requirement upon commencement of service. All listed prices include GST
- **Late payments over 14 days will incur a late payment fee, \$12.50**, after 28 days an additional \$25 will be required, any unpaid invoices after 28days will then be forwarded on to collection agency, and your brochures will be removed from displays.
- We work on approximately 50 - 60 brochures per site as a rough guide for an initial distribution service approximately 5000 - 8000 brochures per year.
- If we receive fewer brochures than ideally required we will place the normal quantity in the busy sites and fewer in the slower sites.
- The completion of this order form and supply of your brochures will be taken as acceptance of Visitor point terms of trade.
- Delivery of your brochures prior to the 26th of the month for prompt distribution
- **Order forms**, please complete online or place your completed order form with your brochures drop to the Clog barn office on pacific hwy Coffs harbour, please ENSURE your brochures are clearly marked for the attention of Visitorpoint: Kevin McDonald.
- If you choose to discontinue with our service it is the business owners / managers obligation to **notify us by the 30th** of the month, brochures will then be removed from all sites and made available for your collection.
- For distribution within the Port Macquarie & Forster locations please contact Kevin McDonald for more information on 0411825149

